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SUBSTANTIVE POLICY STATEMENT

SPS-EH-2012-008

A substantive policy statement (SPS) is advisory only. In accordance with A.R.S. §11-1601, SPS's do not include internal procedural documents that only affect internal procedures of the Maricopa Environmental Services Department and do not impose additional requirements or penalties on regulated parties or confidential information.

1. SPS Subject:

The purpose of this SPS is to clarify permit requirements for obtaining a Special Event Food Establishment permit.

2. Statutory Overview:

- A. Maricopa County Environmental Health Code (MCEHC)
- B. Arizona Revised Statutes

3. SPS:

A Special Event Food Establishment is a food establishment that operates at one department approved event at a time for a duration no longer than 14 days. Once the event is over, the establishment must be removed.

An Event means a public gathering such as a fair, festival, circus, exhibition, carnival, or food tasting.

In order to renew or obtain a permit, each Food Vendor must submit the following:

- A. Properly completed application
- B. Complete set of plans with all variations for different events
- C. Complete menu with variations for different events
- D. Complete list of events the vendor will be attending
- E. Signed Commissary Agreement
- F. Permit Fee
- G. Documentation indicating an individual's lawful presence in the United States (Driver's license, birth certificate, passport, etc.)

Commissary

The commissary is a base of operations for all Mobile Food Establishments selling potentially hazardous foods and Competition Food Event participants.

Every Special Event Food Establishment is required to operate from an approved commissary and report to the commissary at least once during each operating day. All support and servicing activities must be carried out at the approved commissary. These activities include washing, rinsing, and sanitizing food equipment and utensils, wastewater disposal, portable hand sink washing, food storage, recharging the potable water tank, storage of food, and food preparation. **These servicing activities cannot be done at a private residence.** A written agreement from an approved commissary must be provided to this department prior to permit approval. In addition, the vendor is required to maintain a commissary visits log that will be reviewed during each inspection.

Operation of a Special Event Establishment

- A.** The establishment must operate by the 2009 FDA Food Code Regulations, MCEHC, and all local jurisdictional codes. Failure to comply with the permit requirements could result in legal action against your establishment.
- B.** At renewal, all vendors are required to schedule an inspection with the special event program.
- C.** Vendors are required to notify the special event program at least 7 days prior to attending every event. Failure to do so will result in legal action taken against the permit.
- D.** Sanitary toilets must be available onsite and a distance of greater than 25 feet from all Special Event Establishments.
- E.** Food preparation shall be simplified to reduce excessive steps where food may be contaminated. Only limited food preparation shall be allowed. *This prohibition does not apply to foods that have been prepared or packaged in commercial / commissary facilities.*
- F.** All food prepared or sold must be for same day sale and service. No cooling or carryover of potentially hazardous food is allowed from day to day unless otherwise approved by the Department.
- G.** Ice that is consumed or that contacts food shall be from an approved facility and shall only come into contact with clean single service containers or multi-use equipment that has been properly cleaned and sanitized.
- H.** Sun tea is prohibited. Except for instant tea, all tea must be brewed with boiled water.
- I.** Each permit certificate shall be kept onsite and displayed in a conspicuous place. Failure to have the permit certificate onsite could result in closure of

the establishment. Permits are nontransferable from person to person, place to place, or vehicle to vehicle.

Construction Requirements:

Hand Sink Requirements (A self-contained hand wash sink is required)

- A. Provide a permanently installed single basin, rectangular hand wash sink that is at least 9" wide, 9" long, and 5" deep. The dimensions for the hand sink shall be indicated on the plans.
- B. The sink faucet shall be mixing or combination type.
- C. Provide hot and cold water under adequate pressure. The rate of flow must be ½ gallon per minute.
- D. All plumbing must be composed of closed connection.
- E. The business name must be clearly indicated on 3 sides of the hand wash station.

Water/Wastewater Tank Requirements

- A. Provide a permanently mounted potable water tank with minimum capacity of 5 gallons for purpose of hand washing only.
- B. Provide a wastewater storage tank greater than or equal to 15% of the combined capacity of all potable water tanks. The fresh water and waste water tank size shall be indicated on the plans.
- C. All connections for waste disposal shall be of different size or type than those used for supplying potable water to the hand wash station. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. In addition the wastewater outlet shall be greater than 1" unless otherwise approved by the Department.

Other Plumbing Requirements

- A. The water heater shall be of adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the vendor is in operation. An instantaneous water heater meeting all requirements may be approved.
- B. All materials used in construction of the plumbing system must be food grade, including water holding tank(s), pipes, pumps, etc.
- C. Provide a food grade hose designated and labeled for drinking water use only. This hose is to be used only to fill the fresh water tank. Store the hose with the ends fastened together when not in use.

Other Plan Requirements

- A.** Floor plan layout of the booth.
- B.** Provide locations for all food preparation and service areas.
- C.** All materials used in the booth must be smooth and easily cleanable. Definitions of all existing equipment and finishes must be submitted with the plans.
- D.** Manufacturer specification sheets for each piece of equipment (cooking, hot holding, refrigeration) shown on the plan. All equipment must be commercial grade/NSF approved equipment. All equipment must be easily cleanable and in good repair.
- E.** Shop drawings of all custom-built equipment.
- F.** Lighting plan.
- G.** Three-compartment set-up located on the plans (temporary set-up is permitted).
- H.** Flooring materials (floors shall be constructed of concrete, asphalt, mats, etc.).
- I.** Booth construction materials indicated on plans. The booth shall be constructed of a ceiling and 3 walls.

Plan Submittal

One complete set of plans must be submitted for each Special Event Establishment permit. The plans must be drawn to scale (e.g., 1/4"=1ft) on 8½ X 11 inch paper with dark ink only, blue prints, or other standard floor plans. The plans must show at least one schematic TOP VIEW of the equipment layout including location of food equipment, hand sink, food storage compartments, food prep area. The plans must also include a SIDE VIEW of plumbing installations including the placement of the potable water holding tank, fill inlet, wastewater tank, drain outlet, hot water heater, plumbing lines. A list of materials used in the construction of the plumbing system and spec sheets for all food equipment must be included with the submission. Pictures of the booth, set up for operation, are also required. Write the business name and submittal date on each page of plans. Failure to submit the plans properly could result in the plans being disapproved.

After the plans have been reviewed, a response letter will be mailed. If the plans are approved, upon receipt of this letter you may proceed with construction, remodeling, or conversion. Please be sure to review the letter for any changes and modifications that may be needed before a permit can be issued. When construction and/or any required upgrades and /or modifications have been made contact the special event program to schedule an inspection. The self-contained

hand wash station must be clean and operating properly. If the cart is in compliance with the MCEHC, a permit will be issued.

The approval of plans and specifications shall lapse and become invalid one year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the Department for review, and approval shall be obtained before the work affected by the change is undertaken.

4. Policy Statement Effective Date:

July 1, 2012

5. SPS New Document/Revision Statement:

SPS-EH-2012-008 is a new SPS.

6. Contact Us:

For questions or comments regarding this SPS or to obtain a copy of this document, please contact the Department Records Custodian at the address and/or phone number above.